Declassified in Part - Sanitized Copy Approved for Release @ 50-Yr2013/01/02 : CIA-RDP80M01048A001500130132-8

~~SECRET~~
(CLASSIFICATION)

Executive Registry
63-9235

OFFICE OF THE DIRECTOR

Action Memorandum No. A-329

Date 12 December 1963

ACTION MEMORANDUM

TO : Deputy Director (Support)

ATTENTION: Director of Communications

SUBJECT : Reduction of Personnel Ceiling

REFERENCE:

1. Effective immediately, the Office of Communications personnel ceiling is reduced to the 30 November 1963 on-duty level. This constitutes a ceiling reduction from [redacted] 50X1

2. The Director of Personnel is being advised that a limited number of people now in the pipe line, to whom the Agency has made a firm commitment, may be entered on duty. This group includes approximately 40 new employees destined for the Office of Communications. You will want to work closely with the Office of Personnel to determine that these EODs will be of the proper "mix" under the lower ceiling. In any event, it is realized that with this new input, the Office of Communications personnel strength will go over ceiling almost immediately. I am anticipating that attrition will bring down this overage well before the end of FY 1964.

3. The Office of Communications will submit promptly to the Office of Budget, Program Analysis and Manpower, for my review and approval, a new financial plan within the lower ceiling which identifies related dollar savings.

(signed) Lyman B. Kirkpatrick

LYMAN B. KIRKPATRICK
Executive Director-Comptroller

O/BPAM/JMC/kfh (12 Dec 63)
Distribution:
Orig - Addressee
1 - Executive Director-Comptroller
1 - DDCI
SUSPENSE DATE:
1 - Executive Registry
1 - O/BPAM

DEC 13 2 10 PM '63

Executive Registry

~~SECRET~~
(CLASSIFICATION)

1/15 Ginnie says John Clarke is handling and keeping Mr. K. [illegible]

Declassified in Part - Sanitized Copy Approved for Release @ 50-Yr2013/01/02 : CIA-RDP80M01048A001500130132-8